

ASSISTANT COMMUNITY CENTER SUPERVISOR

GRADE: 16

FLSA: NON-EXEMPT

CHARACTERISTICS OF CLASS:

The Assistant Community Center Supervisor performs intermediate paraprofessional and responsible administrative work under the supervision of the Nature Center Supervisor. The employee supervises part-time, seasonal employees and volunteers and works closely with Recreation Services Division staff to facilitate coordination of Center usage. The work requires the employee to handle a variety of assignments or problems independently and requires outside and inside contacts to carry out organizational programs on matters requiring cooperation, explanation and persuasion. The physical work is light in nature requiring some mental effort and stress in performance of duties. The program work is performed under general policies, procedures and practices and is usually covered by precedents and general supervisory review.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Assists with supervision of staff, volunteers and programs
- Assists in the overall operation of the community center. Opens and secures the facility. Safeguards cash and valuables. Orders and picks up supplies.

Prepares building for programs. Operates copier machines, computers, audiovisual equipment, etc. Monitors the building for cleanliness and safety and requests building repairs when necessary.

- Plans, organizes and implements recreation programs and events. Works closely with recreation services division staff to provide adequate room setup, program supplies and equipment to obtain program goals. Meets with citizen and community groups to identify needs, plan programs and answers questions regarding recreation programs.
- Monitors recreation activities. Issues equipment. Interprets and enforces rules. Resolves disputes. Enforces emergency and safety procedures, attends a variety of training as required.
- Greets visitors to community center. Explains rules, activity registration procedures, center ID card program, and center programs to participants. Accepts reservations for facility rental, and recreation programs. Collects and deposits fees. Recommends during and after-hour scheduling.
- Assists supervisor in maintaining records of revenues and expenditures, registrants, program participants. Writes reports as required. Assists in budget monitoring and control.
- Conducts daily inspection of the facility to ensure the safe and effective operation of the facility including building equipment and surrounding grounds.
- Establishes and maintains contacts with facility users to develop new services relevant to the current/changing needs of the community.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience equivalent to graduation from an accredited college or university with major course work in recreation, business, or management, plus one year of experience in community or recreation center management.

Preferred Knowledge, Skills and Abilities:

- Ability to ensure that community and citizen input is solicited in reference to program evaluation and changes, using formal and informal surveys, meetings and personal contacts.
- Ability to work with recreation service division programmers to ensure all community recreation needs are being met.
- Ability to inspect the facility for safety, cleanliness, and daily operations.
- Ability to coordinate building use between center operating programs and city wide operating programs.
- Ability to develop drop in programs of a sporting, recreational and educational nature.
- Skill in record keeping relating to program participant, program use hours, building use, staffs and volunteers hours.

- Ability to train and supervise the program and center staff.